

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/28/2017		2. CONTRACT NO. (If any) EP-W-17-003		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0010		4. REQUISITION/REFERENCE NO. PR-OLEM-17-00219			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: CATE GARRIS				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 20151		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Office of Emergency Management	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 TASK ORDER TITLE: US EPA OFFICE OF EMERGENCY MANAGEMENT NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INTEGRATION TEAM SUPPORT Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$401,160.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$50,000.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

09/28/2017

Mark Heare

ELECTRONIC SIGNATURE

23. NAME (Typed)
Mark Heare
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/28/2017	EP-W-17-003	0010

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The terms and conditions of contract EP-W-17-003 are hereby incorporated by reference. Services rendered under this task order are for severable services. This is a times-and-materials task order and is subject to the Limitation of Cost and Limitation of Funds Clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work. This procurement is for one (1) 12-month base year period with four (4) 12-month option year periods. This procurement entire period of performance dates are from 09/28/2017 - 09/27/2022.</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 09/28/2017 - 09/27/2018</p> <p>This is a Time-and-Materials (T&M) task order that is incrementally funded in the amount \$50,000.00. The task order base year period total ceiling price is \$79,802.00 which the vendor is not authorized to exceed at its own risk. The task order base year period amount with four option year periods total is \$401,159.00.</p> <p>TOCOR: LAURA CASILLAS Admin Office: SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Accounting Info: 17-T-D3P-303DC6-2505-HQ00BM00-17D3C17008-001 BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 17D3C17008-001 Period of Performance: 09/28/2017 to 09/27/2018</p>					
0001	<p>BASE YEAR PERIOD OF PERFORMANCE: 09/28/2017 - 09/27/2018</p> <p>Continued ...</p>				79,802.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$79,802.00	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/28/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0010
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	<p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: DOCUMENT DEVELOPMENT TASK 2: MEETING SUPPORT</p> <p>Delivery: 09/29/2017</p> <p>OPTION YEAR PERIOD I</p> <p>OPTION YEAR PERIOD I PERIOD OF PERFORMANCE: 09/28/2017 - 09/27/2018</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: DOCUMENT DEVELOPMENT TASK 2: MEETING SUPPORT (Option Line Item) 09/28/2018</p> <p>Delivery: 09/28/2018</p>				88,962.00	
0003	<p>OPTION YEAR PERIOD II</p> <p>OPTION YEAR PERIOD II PERIOD OF PERFORMANCE: 09/28/2019 - 09/27/2020</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: DOCUMENT DEVELOPMENT TASK 2: MEETING SUPPORT (Option Line Item) 09/28/2019</p> <p>Delivery: 09/28/2019</p>				90,497.00	
0004	<p>OPTION YEAR PERIOD III</p> <p>OPTION YEAR PERIOD III PERIOD OF PERFORMANCE: 09/28/2020 - 09/27/2021</p> <p>THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE</p> <p>Continued ...</p>				91,946.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$271,405.00

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/28/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0010
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	<p>STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: DOCUMENT DEVELOPMENT TASK 2: MEETING SUPPORT (Option Line Item) 09/28/2020</p> <p>Delivery: 09/28/2020</p> <p>OPTION YEAR PERIOD IV</p> <p>OPTION YEAR PERIOD IV PERIOD OF PERFORMANCE: 09/28/2021 - 09/27/2022 THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED IN THE STATEMENT OF WORK FOR THE BASE YEAR PERIOD</p> <p>TASK 1: DOCUMENT DEVELOPMENT TASK 2: MEETING SUPPORT (Option Line Item) 09/28/2021</p> <p>Delivery: 09/28/2021</p> <p>The total amount of award: \$401,160.00. The obligation for this award is shown in box 17(i).</p>				49,953.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$49,953.00

**OFFICE OF EMERGENCY MANAGEMENT
REGULATION, EVALUATION AND TECHNICAL SUPPORT**

REQUEST FOR OFFER: RFQ-DC-17-00108

TASK ORDER TITLE: NIMS Integration Team Support

TASK ORDER STATEMENT OF WORK

I. BACKGROUND

Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, mandates a nationwide approach for Federal, State, local, and tribal governments to address domestic incidents. The directive requires the implementation of the National Incident Management System (NIMS). NIMS provides the structure and mechanisms for national-level policy and operational direction for Federal support to State, local, and tribal incident managers and for exercising direct Federal authorities and responsibilities as appropriate under the law. The Incident Command System (ICS) is defined under NIMS as a standardized on-scene emergency management system designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

The NIMS Integration Team (NIT), composed of On Scene Coordinators representing each of the ten regions, members of the Environmental Response Team (ERT) and several other programs was established in 2004. The NIT was tasked with developing guidance, reference material and websites to provide standardize NIMS implementation across all EPA regions and programs.

This task order will provide contractor support for the NIMS Integration Team.

II. SCOPE OF WORK

The scope of this Task Order is to provide support for document development and meeting support for the NIMS Integration Team.

Document development includes development of presentations, editing/formatting, updating, adjudication of comments and version control.

Deliverable deadlines will be determined at the time the technical directive is issued. For planning purposes, the Contractor shall assume preparation of up to ten work products, with 3 drafts of each document. Travel to meeting sites may be needed as part of this task.

Meeting support includes preparing draft agendas and briefing materials for

review and approval, arranging for conference lines and webinar connections prior to meetings, development and distribution of briefing materials, attending planning sessions, preparing a summary report on key issues, decision points, and tasks after each meeting and distribution of meeting minutes.

For planning purposes, the Contractor shall assume NIT meetings will be held once per year. Each meeting will consist of 15-20 EPA personnel at locations throughout the United States. Travel to meetings will be required to fulfill the needs of this task.

III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be date of award through 2/5/18.

The Government has the option to extend the effective period of this task order for four additional periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	To:	From:
Base Period	<i>Award</i>	2/5/2018
Option Period I	2/6/2018	2/5/2019
Option Period II	2/6/2019	2/5/2020
Option Period III	2/6/2020	2/5/2021
Option Period IV	2/6/2021	2/5/2022

IV. TASKS

TASK 1 Document Development

The contractor will assist in the development of documents used for the purpose of providing information to the EPA NIMS Integration Team (NIT), regions and other programs on updates from the DHS NIMS Integration Center, the FEMA Emergency Management Institute or other federal agencies.

The contractor will assist in the development of documents by the NIT for response personnel, other committees/working groups or reports to management. The contractor will maintain document version control, track comments, make edits, and maintain an email distribution list. The contractor will conduct the appropriate review of all documents to ensure quality.

DELIVERABLES	DUE DATES
Informational documents	2 weeks from initiation/1 week following close of comment period for edits

TASK 2 Meeting Support

The contractor will arrange webinars for quarterly coordination calls with the NIT if requested. The contractor will assist with scheduling and the development of agendas, briefings and power point presentations for the annual NIT meeting as well as the distribution of read ahead material. The contractor may be asked to attend planning meetings for the annual NIT meeting either by phone or in person at the EPA HQ building in Washington, DC. The contractor will provide a summary report on key issues, decision points, and tasks after the annual NIT meeting and following coordination calls. The format of the report will be provided by the COTR. The contractor will maintain an email distribution list and ensure final meeting reports are sent to the NIT members when requested. The contractor will conduct the appropriate review of all documents to ensure quality.

DELIVERABLES	DUE DATES
Scheduling (Doddle poll or similar)	1 week from request
Agendas	1 week from request
Power Point presentations	1 week from request
Briefing documents/read ahead material	1 week from request

V. POINT OF CONTACT

To be included at award

VI. TERMS AND CONDITIONS

The following additional terms and conditions are requirements of this task order:

TECHNICAL DIRECTION

Technical Direction

In accordance with contract clause EPAAR 1552.237-71–Technical Direction, only the Task Order Contracting Officer Representative (TOCOR) and Contracting Officer (CO) are authorized to provide technical direction during performance of this task order. Technical direction is binding on the contractor.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical direction must be within the scope of the contract and any task order there under. The TOCOR does not have the authority to issue technical direction which:

- (1) Requires additional work outside the scope of the contract or task order;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or task order;
- (4) Alters the period of performance of the contract or task order; or
- (5) Changes any of the other express terms or conditions of the contract or task order.

If, in the contractor's opinion, any instruction or direction falls within any of the categories defined in paragraph (c) of the Technical Direction clause, the contractor shall not proceed but shall notify the CO in writing within 3 days after receiving it and shall request that the CO take appropriate action.

Technical Communication

Agency employees (other than the TOCOR or CO) such as a "technical lead", may engage in technical communication with contractor employees, but are not authorized to give technical direction. Technical communication is the informal exchange of information between Federal employees and contractors. Such communications include information exchanged on a broad range of topics such as, but not limited to: scientific information, research information or information technology. Technical communication is more general in nature than technical direction; it does not direct the contractor and is not binding on the contractor.

TRAVEL

Performance under this task order may require travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with the Department of Defense Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this task order.

EPA GREEN MEETINGS AND CONFERENCES (EPAAR 1552.223-71) (MAY 2007)

- (a) The mission of the EPA is to protect human health and the environment. We expect that all Agency meetings and conferences will be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose.
 - (b) As a potential meeting or conference provider for EPA, we require information about environmentally preferable features and practices your facility will have in place for the EPA event described in the solicitation.
 - (c) The following list is provided to assist you in identifying environmentally preferable measures and practices used by your facility. More information about EPA's Green Meetings initiative may be found on the Internet at <http://www.epa.gov/oppt/greenmeetings/>. Information about EPA voluntary partnerships may be found at <http://www.epa.gov/partners/index.htm>.
- (1) Do you have a recycling program? If so, please describe.
 - (2) Do you have a linen/towel reuse option that is communicated to guests?
 - (3) Do guests have easy access to public transportation or shuttle services at your facility?
 - (4) Are lights and air conditioning turned off when rooms are not in use? If so, how do you ensure this?
 - (5) Do you provide bulk dispensers or reusable containers for beverages, food and condiments?
 - (6) Do you provide reusable serving utensils, napkins and tablecloths when food and beverages are served?
 - (7) Do you have an energy efficiency program? Please describe.
 - (8) Do you have a water conservation program? Please describe.
 - (9) Does your facility provide guests with paperless check-in & check-out?

- (10) Does your facility use recycled or recyclable products? Please describe.
- (11) Do you source food from local growers or take into account the growing practices of farmers that provide the food? Please describe.
- (12) Do you use biobased or biodegradable products, including bio-based cafeteria ware? Please describe.
- (13) Do you provide training to your employees on these green initiatives? Please describe.

What other environmental initiatives have you undertaken, including any environment-related certifications you possess, EPA voluntary partnerships in which you participate, support of a green supplier network, or other initiatives? Include "Green Meeting" information in your quotation so that we may consider environmental preferability in selection of our meeting venue

VII. TECHNICAL EVALUATION CRITERIA

The following evaluation criteria shall be used to evaluate the contractor's proposal, with technical criteria being more important than price.

1. TECHNICAL APPROACH

The contractor will be evaluated on its technical approach to the task order. The technical approach should demonstrate knowledge of the NRF and NIMS ICS, and specifically how those national guidance documents have been integrated into EPA NIMS ICS policy, regulations and operations.

2. TECHNICAL CAPABILITY AND EXPERIENCE

The contractor will be evaluated on its demonstrated understanding and ability to perform the requirement. The contractor should demonstrate experience with the NRF and NIMS ICS, and specifically how those national guidance documents have been integrated into EPA NIMS ICS policy, regulations and operations. The contractor should demonstrate its capability in documentation of decisions, and follow on actions, during long duration meetings.

3. LABOR MIX

The contractor will be evaluated on its proposed labor mix. The labor mix should include professionals with relevant experience/expertise in NIMS ICS, and specifically with how those national guidance documents are integrated into EPA policy, regulations and operations. The proposed labor mix should demonstrate its capability in documentation of decisions, and follow on actions, during long duration meetings.

4. PRICE

The Price Quotation will be evaluated for consistency with the Technical Quotation, and will be used in determining which quotation represents the best value to the Government. The Price Quotation will also be used as an aid to determine the Quoter's understanding of the requirements of the solicitation, "price reasonableness" and to assess the validity of the Quoter's approach to managing and performing the work. The Government will evaluate the Price Quotation for "price reasonableness" in accordance with one or more of the techniques identified in FAR 15.404.